

## QUESTIONNAIRE TO APPLICATION FOR FEDERAL EMPLOYMENT

Name (Last, First, Middle): \_\_\_\_\_

1. Are you a U.S. Forces Dependent?

\_\_\_\_\_ Yes (Check one: \_\_\_\_\_ Dependent of Military \_\_\_\_\_ Dependent of Civilian); \_\_\_\_\_ No

If **YES**, please complete a thru j; If **NO**, please complete f thru j

- a. Rank/Grade and Name of Sponsor: \_\_\_\_\_  
Duty Station of Sponsor: \_\_\_\_\_ Duty Phone: \_\_\_\_\_
- b. Date married to sponsor: \_\_\_\_\_
- c. If civilian, does sponsor have Transportation Agreement? \_\_\_\_\_ Yes \_\_\_\_\_ No
- d. Are you applying for Military Spouse Preference? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Although you may check "NO" or leave this item blank, if you are placed into or decline a "continuing" position in either the appropriate fund (AF) or non-appropriate fund (NAF), you will no longer be eligible for military spouse preference.**
- e. Have you been employed or declined a job offer for an AF or NAF permanent position since you arrived in this area? (This indicates temporary positions of 1 year or longer in duration).  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- f. Departure date from the United States? Sponsor (If applicable): \_\_\_\_\_ Applicant: \_\_\_\_\_
- g. Expected departure date from Japan? Sponsor (If applicable) : \_\_\_\_\_ Applicant: \_\_\_\_\_
- h. Legal address in the U.S. A.: \_\_\_\_\_
- i. Resident address in local area: \_\_\_\_\_
- j. Mailing address: \_\_\_\_\_

2. **Provide your Passport Number and the Expiration Date:** \_\_\_\_\_

If you are Not under SOFA, what type of Visa do you have? \_\_\_\_\_

**TYPE OF VISA/EXPIRATION DATE**

3. Were you formerly or are you presently employed in a civilian capacity with the U.S. Government?

a. \_\_\_\_\_ Yes \_\_\_\_\_ No

**AF appointment:**

\_\_\_\_\_ Career \_\_\_\_\_ Career Conditional \_\_\_\_\_ Excepted \_\_\_\_\_ VRA  
\_\_\_\_\_ Family Member \_\_\_\_\_ Temporary \_\_\_\_\_ Overseas limited

**NAF appointment:**

**MWR:** PST/DEP: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Flex

PST/SOFA: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Flex MIL: \_\_\_\_\_ PT \_\_\_\_\_ Flex

**NEX:** \_\_\_\_\_ REG FT/PROB \_\_\_\_\_ REG PT/PROB \_\_\_\_\_ FLEX/PERM

\_\_\_\_\_ ENLISTED FLEX/PERM \_\_\_\_\_ TEMPORARY

**Attach a copy of your last Notification of Personnel Action (SF-50), NEX personnel Action Form, or MWR Personnel Action Report (PAR) (Excluding: Awards and Corrections).**

b. Are you currently on Leave Without Pay? \_\_\_\_\_ Yes \_\_\_\_\_ No

If **YES**, attach copy of LWOP SF-50/Equivalent NAF Form

c. Beginning and ending dates of last **Government employment:**

From: \_\_\_\_\_ To: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_

d. Your last job title/series grade: \_\_\_\_\_

4. Do you have a Notice of Rating from the Office of Personnel Management? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Need to attach.

5. Will you work in Yokosuka? \_\_\_\_\_ Yes \_\_\_\_\_ No Ikego? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Yokohama? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Are you willing to work: 40 hrs/wk (full-time) \_\_\_\_\_ Yes \_\_\_\_\_ No; 16 -32 hrs/wk (part-time) \_\_\_\_\_ Yes \_\_\_\_\_ No  
An intermittent job (on-call/Seasonal) \_\_\_\_\_ Yes \_\_\_\_\_ No; Weekends, shifts, rotating shifts \_\_\_\_\_ Yes \_\_\_\_\_ No

7. Are you willing to take a temporary job lasting: 1 - 5 months \_\_\_\_\_ Yes \_\_\_\_\_ No; 6-12 months \_\_\_\_\_ Yes \_\_\_\_\_ No

8. Are you willing to travel away from home: \_\_\_\_\_ Yes \_\_\_\_\_ No

**MILITARY SPOUSES WHO ARE QUALIFIED DEPENDENTS (COMMAND SPONSORED)** shall be given preference in employment when filling vacancies competitively through either internal or external placement in all positions at grade level GS-1 through GS-15 and below (or equivalent) located in the same commuting area as the member's permanent duty station. To receive preference, the spouse must be in the area of consideration (competitive) and included among persons determined to be best qualified for the position. Preference shall be terminated on placement into, or declination of, any continuing position that is expected to continue for at least 1 year including temporary position in either the appropriated or NAF (NEX/MWR) work forces, whether or not preference was applied. Spouse preference may be exercised no more than one time per permanent relocation of the military sponsor.

**FAMILY MEMBERS WHO ARE QUALIFIED DEPENDENTS (COMMAND SPONSORED)** shall be given preference in employment when filling positions competitively at the GS-1 through GS-15 level and equivalent, through external placement procedures in the absence of a military spouse entitled to preference in employment. This preference shall apply only to initial employment into a continuing position including temporary positions of more than 1 year at each duty location. Family members preference shall not be given when doing so shall contravene existing statutes or regulations on veteran's preference or nepotism.

**MILITARY OR CIVILIAN SPOUSES AND FAMILY MEMBERS:** Attach a copy of Sponsor's original Permanent Change of Station (PCS) Orders and extension orders (if applicable), copy of dependent entry approval OR documentation verifying that you are a command sponsored dependent. For dependents of civilian sponsors, please include copy of most recent letter of employment and copy of PCS orders.

### APPLICATION/RESUME CHECKLIST

We are providing the following checklist to assist us in making timely and accurate qualification determinations. Please check your application/resume to make sure that the following information has been provided;

- \_\_\_\_\_ Job Title/Vacancy Announcement No.
- \_\_\_\_\_ Name/Address
- \_\_\_\_\_ Home/Work Phone Number
- \_\_\_\_\_ DOB: \_\_\_\_\_
- \_\_\_\_\_ Place of Birth: \_\_\_\_\_
- \_\_\_\_\_ Social Security Number
- \_\_\_\_\_ Employer's Name/Address
- \_\_\_\_\_ Starting/Ending Dates (Month/Year)
- \_\_\_\_\_ Hours Per Week
- \_\_\_\_\_ Salary (Hourly/Annually)
- \_\_\_\_\_ Supervisor's Name/Phone Number
- \_\_\_\_\_ Work Experience (Show % worked for each major Duty/Function)
- \_\_\_\_\_ Number of words per minute you can type (If O/A position) Typing Speed (\_\_\_\_\_ WPM)
- \_\_\_\_\_ College Transcript(s), if Required/Applicable
- \_\_\_\_\_ Copy of License(s), If Required.
- \_\_\_\_\_ Latest copy of SF-50 (Notification of Personnel Action)
- \_\_\_\_\_ Copy of NEX Personnel Action Form
- \_\_\_\_\_ Copy of MWR Personnel Action Form
- \_\_\_\_\_ Copy of Latest Performance Appraisal
- \_\_\_\_\_ Statement of Selective Service Registration Status (Male applicants age 18-26 only)
- \_\_\_\_\_ SF-15 (Application for 10 point Veteran's Preference, Plus required Documentation).
- \_\_\_\_\_ DD-214 (Certificate of Release or Discharge from Active Duty)
- \_\_\_\_\_ For military members applying within 120 days of separation date:
  - \_\_\_\_\_ Copy of Separation Orders or Statement of Service
  - \_\_\_\_\_ Copy of List of Campaign Expedition Medals from the Service Record

I hereby certify that all of my statements are true, correct, complete, and made in good faith, and that I have reviewed my application/resume for the above information.

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SIGNATURE

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DATE